[? CELINE WYNN: ?] Hello, everyone. This is [? Celine ?] [? Wynn ?] with the ePlanning support team. In this video, I'm going to show you how to create and manage projects in D2, and how to add and delete team members and cooperating agencies to and from your project.

First, locate your project editor widget in D2. I like to expand this widget by Double clicking on the blue tab, or Right clicking and hitting Expand. Now we have a larger area to work in.

To collapse, you'll do the same thing. Double click the Blue Project Editor tab, or Right Click and hit Collapse. I will Expand again.

Now, click the Create Project button. This will take you to your project background fields. A red asterisk next to a field indicates that it is required. Choose your project-- NEPA or RMP-- then choose the type. To see the next fields, you must expand each section, simply by clicking on the gray bars. This will also collapse them.

Under status and dates you must choose project status which defaults to preparation and planning, and the fiscal year, which defaults to the current one. The start date defaults to that date you create your project. Under Project Location, you must choose a state, office location, and lead office.

In the states, counties, and office locations fields, you have the option of making multiple selections by either using the Control or Shift keys on your Keyboard you can only choose one lead office. Fill in the location and area of fields if you have that information.

Next, under project information, you must name your project, choose a program and subprogram, indicate whether the project is in greater sage-grouse habitat, and choose a monitoring item.

Again, fill in the non-required fields if you have the information. If you indicated yes in the Greater Sage-Grouse Habitat field, please fill in as many details as possible under the GRSG Habitat Monitoring question section-- although the fields are not required at the time of project creation.

Lastly, in the background fields you have the option to add document templates. Select the template by simply clicking on it. You may also select multiple templates by using the control or shift keys on your keyboard. To de-select a template, hold Control and click on the selected template that you want to remove.

Hit Next. If it is grayed out and unclickable, there is a required field that you did not fill in. Now you should see the Cooperating Agencies screen. Answer yes or no to the question-- is there one or more cooperating agency associated with this project?

If you answer no, then just hit Next. If you answer yes, you must fill in the agency type, agency name, agency contact, and phone fields. Again, we recommend that you fill in the fields if you know them.

First, you will choose the agency type-- federal, state, local, or tribal. Then you will start typing in the agency name, and an auto-populated list of agencies will appear. Choose the agency you want to add. If it is not on the list, you can type it in manually. Then, fill in agency contact and phone.

Once you fill in at least all required fields, hit the check mark button next to cooperating agency. To add more than one, hit the X button to clear the fields and repeat the same steps. Hit Next once you've added the agency or agencies.

Now you should be at the team definition screen. As the project creator, you will be listed under the team definition section with the roles of team lead and public affairs by default. These two roles must be assigned to one or more people on the team in order to move on.

To find out what permissions each role gives you, scroll down to the roles field of the Team Member section. Now hover your cursor over the role, and a text box with a description will appear. To add a team member, make sure the team members section fields are cleared. Hit X next to team member if they are not.

Now, start typing their first and/or last name in the name field. An auto-populated list will appear. Select the person you want to add. Then assign the necessary role or roles and discipline.

Once you see them in the team definition section, they've been added. Repeat these steps to add more team members. We recommend that you always have at least two team leads in case one person is not available.

To edit a team member's roles or disciplines, hit the button with the pencil icon next to their name. You'll make edits under the team member section of the screen. Again, edits are automatically saved once reflected in the team definition section.

To remove a team member, hit the X button to the right of their name under the team definition section. Once you're done making all necessary edits hit Next, then hit Save. You will get a message in green that says New Project successfully created. Hit OK.

Collapse your Project Editor widget to return to your main D2 workspace. Now you, along with the team member, or members, you added, should see the project under your favorites widget. If you don't see it, Right click on the blue tab and select Refresh.

Thank you for watching. And please remember, if you have any questions, submit a remedy ticket or visit our KRC and SharePoint sites for additional supporting documentation.